



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

| | | |
|---|--|---------------------|
| Date: 8/10/2016 | Interviewer: Mohammed Cato (MC) | RFA #16 – 22 |
| Name of Person(s) Requesting Assistance: [REDACTED] | | |
| Contact Numbers (telephone, e-mail, etc.): [REDACTED] | | |
| Status of Person(s) Interviewed (title, position, student status, etc.): Student; employee in [REDACTED] | | |
| Requested Assistance Pertaining To (name, position, policy, project, etc.): Inappropriate touching from co-worker | | |

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☒

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

| Time Line | | |
|-----------|-----------------------------|--|
| Date | Item | Comments |
| 8/8/2016 | [REDACTED] visits EO Office | Requesting a meeting with EO Office staff regarding inappropriate touching from co-worker. |
| 8/9/2016 | [REDACTED] c with Lynae | Confirming appointment with MC for Wednesday 8/10. |
| 8/10/2016 | [REDACTED] meeting with MC | MC explained the Discrimination Complaint Procedure and the function of EOO. [REDACTED] indicates that co-worker, [REDACTED], asked if he could use [REDACTED] phone during a group social in the Arboretum on August 2nd. [REDACTED] informed [REDACTED] several times that she did not have her phone with her but he began to grope [REDACTED] waist and hips in an attempt to verify whether or not [REDACTED] had her phone with her. [REDACTED] did not give [REDACTED] consent to touch her and felt violated. She'd like for MC to talk to [REDACTED] about sexual harassment, i.e. inappropriate touching and the impact of his actions. MC receives permission from [REDACTED] to talk to [REDACTED] (supervisor) and [REDACTED] about the incident. |
| 8/10/16 | MC contacts [REDACTED] | MC informs [REDACTED] that he met with [REDACTED] and gives her an overview of their discussion. MC gives [REDACTED] a heads up that he plans on talking to [REDACTED] about |

| | | |
|---------|--|---|
| | | the incident. |
| 8/10/16 | MC emails ██████ to set up a meeting. ██████ calls MC and indicates that he come to the office | |
| 8/10/16 | MC meets with ██████ | MC explains the function of the EO Office and then discusses the alleged incident with ██████ as well as definitions of sexual harassment. ██████ indicates that he doesn't remember or recall touching ██████ but that he has no reason to believe that ██████ would lie about something like this. He indicates that he apologized to ██████ and has tried to give ██████ space since they are co-workers. Although ██████ doesn't remember initiating contact with ██████, he indicates that he is open to talking to ██████ further about the incident if ██████ is comfortable with such a meeting. ██████ says he understands that touching someone without their consent is inappropriate and says it's something that he normally would not do. He cannot explain why it happened because he doesn't remember it. |
| 8/10/16 | MC follows up with ██████ | MC recounts his discussion with ██████ to ██████. ██████ thanks MC for his assistance and indicates that she will call MC on Friday once she has had a chance to process everything. |
| 8/11/16 | MC follows up with ██████ | |
| 8/12/16 | ██████ emails MC | ██████ indicates that she feels supported and much better about the situation. She says the next step for her is to meet with ██████. MC responds and says that the EO Office is available if she wants further assistance. |